

## Utah Certified Local Government Program Grant Application 2017-2018

(updated 1-6-17)

The purpose of this grant program is to assist local governments with their historic preservation programs. The grants consist of federal and state funds and require a 50/50 match of local funds or donated services. Only local governments that have been "certified" by the State Historic Preservation Office and the National Park Service are eligible to receive these grants. **Please submit only one grant application per CLG.**

Mail or email the completed application no later than **February 13, 2017** (postmarked), to:

Utah State Historic Preservation Office | Roger Roper  
300 S. Rio Grande Street | Salt Lake City, UT 84101  
[rroper@utah.gov](mailto:rroper@utah.gov) | 801-245-7251

Notification of grant awards will be made by the end of March. The grant period runs from April 1 to August 31 of the following year (16 months). Questions: contact Roger Roper 801-245-7251, [rroper@utah.gov](mailto:rroper@utah.gov).

### CLG GRANT APPLICATION – APPLICANT INFORMATION & BUDGET SUMMARY

**Name of CLG:** \_\_\_\_\_

**Contact Person** (CLG chair or city/co. staff): \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Grant Request:** \$ \_\_\_\_\_ (This amount is reimbursable.)

**Local Match:** \$ \_\_\_\_\_ (Same as grant request.)

**Source:** \_\_\_\_\_ (General funds, CDBG, volunteers, etc.) **Type:** \_\_\_\_\_ (Cash, in-kind services, etc.)

**Proposed Total Project Budget:** \$ \_\_\_\_\_ (Grant Request + Local Match – Same as Item 13 in Section 2)

Name	Date

Chief Elected Official or CLG Chair: Type or sign your name here to certify the info is correct.

*This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 849 C Street NW, Washington, D.C. 20240*

## CLG GRANT APPLICATION –PROPOSED SCOPE OF WORK

**Complete only the sections that apply to your proposed activities for the coming year.** Please be as specific as possible in explaining your proposed projects, particularly in estimating costs and describing the quantity and quality of the "products" your project will generate.

**Grant Match:** SHPO is required to track the grant match and over-match. Please indicate over-match, if any, for each program area. Federal funds may **not** be used for match, excluding CDBG funds.

### 1. PROGRAM ADMINISTRATION

Staff and office expenses associated with the operation of a local historic preservation center, grants management, travel to and attendance at in-state CLG workshops, preservation organization memberships and subscriptions, and other eligible administrative activities.

**Program administration costs are limited to 15% of the total project budget.**

Administration (meetings, filling out forms, etc.	
City employee: ____ hours at \$____ per hour	\$
Volunteer: ____ hours at \$10.10 per hour	\$
Travel: ____ miles at 54¢ per mile	\$
Misc. office supplies, postage, etc.	\$
Other:	\$
<b>Total Program Administration Cost</b>	<b>\$</b>

### 2. NATIONAL REGISTER NOMINATIONS

Involves completing registration forms and all supporting documentation (maps, prints, image files on CD, copies of research) for National Register designation of significant structures and sites. It is usually best to hire a consultant to complete these complex forms. Consultants must meet professional requirements (see Appendix A). Consultants charge approximately \$1,800-\$3,000 per individual nomination; \$5,000-\$8,000 per historic district nomination (if surveys are already completed); \$4,000-\$7,000 per multiple property documentation context.

Product: Number of National Register nominations to be completed (list or briefly describe the proposed nominations):	
Professional consultant, ____ buildings or sites at \$____ each	\$
Trained volunteers, ____ hours @ \$10.10 per hour	\$
Other costs (specify)	\$
Other costs (specify)	\$
<b>Total National Register Cost</b>	<b>\$</b>

### 3. SURVEY AND INVENTORY

Reconnaissance Level Survey. Systematic architectural survey conducted by professional consultants or unsystematic archaeological survey conducted by qualified archaeologists. (See professional requirements in Appendix A.) Architectural survey products include photographs of buildings in the survey area, a survey map, computerized survey data (entered into Preservation Pro), and a survey report with recommendations for future research. The consultant rate is approximately \$18-\$28 per building. Archaeological surveys must generate completed IMACS forms for each site. *Please consult with the State Historic Preservation Office (SHPO) for guidelines before starting survey.*

Intensive Level Survey. Historical documentation of buildings, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. Archaeological surveyors and paid historical site surveyors must meet professional requirements (see Appendix A). Whether completed by professional consultants or trained volunteers, the documentation must meet state standards. Consultants charge approximately \$900-\$1,500 per building. *Please consult with the State Historic Preservation Office (SHPO) for guidelines before starting survey.*

RLS Product: The proposed survey will include approximately ____ buildings or sites. The survey area is as follows:	
ILS Product: Intensive-level documentation will be completed for the following properties (list or briefly describe):	
Professional consultant, ____ buildings or sites at \$ _____ each	\$
Professional consultant, ____ buildings or sites at \$ _____ each	\$
Trained volunteers, _____ hours @ \$10.10 per hour	\$
Other costs (specify)	\$
Other costs (specify)	\$
<b>Total Survey Cost</b>	<b>\$</b>

#### 4. PRE-DEVELOPMENT

Preparation of feasibility studies, working drawings, and specifications for the rehabilitation, preservation, and stabilization of properties eligible for the National Register. Projects must meet the Secretary of the Interior's "Standards for Rehabilitation and should be performed by appropriate professionals (i.e., architects or engineers; see professional requirements, Appendix A).

Product: Number of pre-development projects to be completed (briefly describe each project):	
Professional services	\$
Other costs (specify):	\$
<b>Total Pre-Development Cost</b>	<b>\$</b>

#### 5. DEVELOPMENT

Labor and material costs for rehabilitating National Register properties (must be on the National Register prior to applying for rehab work). Most projects will likely be single activities, such as re-roofing, painting, window repair, etc. All projects should have "Pre-development" studies completed in advance. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Selection of the property to receive the grant should be based on an open and fair selection process.

As part of the development grant, the CLG will be required to sign a Preservation Agreement. Preservation Agreements are required by the National Park Service for all development projects using federal funds, including CLG grants. A Preservation Agreement obligates the owner of an historic property which is improved with a CLG grant to maintain the property for a period of five years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment which made the property eligible for listing in the National Register of Historic Places. The Preservation Agreement must be signed by the owner of the historic property. See Preservation Agreement at: <http://heritage.utah.gov/history/grants-clgs>.

**Interpretive Signs.** Costs of purchasing and installing interpretive or informational markers or signs associated with the development project. **Historical markers are no longer an eligible expense unless it is purchased as part of rehabilitation work on a National Register listed building.**

Product: Rehabilitation work will be completed on the <b>National Register</b> property known as: (historic name and address)	
Briefly describe proposed work (drawings and specifications may be required at a later date):	
Professional services (specify):	\$
Professional services (specify):	\$
Materials(specify):	\$
Other costs (specify):	\$
Other costs (specify):	\$
<b>Total Development Cost</b>	<b>\$</b>

## 6. INFORMATION AND EDUCATION

Projects that involve historic buildings and archaeological sites are eligible. Developing CD's, apps, and brochures for tours of historic properties; developing historic preservation curriculum for elementary or high school classes are examples of educational activities. Briefly describe the proposed project, specify the type and quantity of the "product" and break down the costs as specifically as possible.

**Historical markers are no longer an eligible expense unless it is purchased as part of rehabilitation work on a National Register listed building. (See Development)**

**\*\*NATIONAL PARK SERVICE NOTICE REQUIREMENTS** Acknowledgment of Support and Nondiscrimination Statement MUST be made in connection with all grant or match-funded publications, literature, and audio-visual materials. Projects that must include these are newsletters, pamphlets, brochures, booklets, plans, reports, etc. Press releases, publications, and any other public dissemination of information (including electronic materials such as World Wide Web pages) by a grantee made possible by grant assistance shall include the following statements:

**ACKNOWLEDGMENT OF SUPPORT**

*The activity that is the subject of this [type of publication] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, and administered by the State Historic Preservation Office of Utah. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Utah State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Utah State Historic Preservation Office.*

**NONDISCRIMINATION STATEMENT**

*This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 849 C Street NW, Washington, D.C. 20240.*

Five (5) copies of all publications produced with this grant must be submitted to UTAH STATE HISTORY.

Product or activity:	
Professional services: _____ hours at \$_____ per hour	\$
Volunteer time: _____ hours at \$10.10 per hour	\$
Other costs (specify):	\$
Other costs:	\$
<b>Total Public Education Cost</b>	<b>\$</b>

## 7. PRESERVATION PLANNING

Preparing or updating local historic preservation plans, and related activities.

Product or activity:	
Professional services: ____ hours at \$ ____ per hour	\$
Volunteer time: ____ hours at \$10.10 per hour	\$
Other costs (specify):	\$
Other costs:	\$
<b>Total Planning Cost</b>	<b>\$</b>

## 8. CONFERENCES AND WORKSHOPS

Attendance to in-state or out-of-state historic preservation conferences, including the Utah Preservation Conference, National Alliance of Preservation Commissions Forum, National Trust annual conference, etc. Conferences may include lodging and other per diem expenses.

Product or activity:	\$
<b>Total Other Activities Cost</b>	<b>\$</b>

## 9. COLLECT LOCAL HISTORICAL AND ARCHAEOLOGICAL RECORDS

Records collection is eligible only if the records can be used to help document historic buildings or archaeological sites. Collect oral histories, old photographs, microfilmed newspapers, municipal records, census records, etc. Document existing archaeological collections and tie them into points of ongoing or existing site records. Describe what records will be collected, how many, by whom, and where they will be kept. Estimate the hours and costs even if the records are "miscellaneous." **Records collection costs are limited to 20% of the total project budget.**

Type and quantity of records:	
Records will be kept at:	
Volunteer time: _____ hours at \$10.10 per hour	\$
Professional services: _____ hours at \$ _____ per hour	\$
Other costs:	\$
<b>Total Records Collection Cost</b>	<b>\$</b>

## 10. OTHER ACTIVITIES

Other activities that do not readily fit a category above. Please be as specific as possible and give separate dollar amount estimates for each proposed activity. **Museum exhibits and artifacts are not eligible activities.**

Product or activity:	\$
Product or activity:	\$
<b>Total Other Activities Cost</b>	<b>\$</b>

<b>11. TOTAL PROJECT BUDGET</b>	<b>\$</b>
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*Total of items 1-11*

<b>12. PROGRAM INCOME</b>	<b>\$</b>
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*If income will be generated within the grant period by any of the grant activities (the sale of books, etc.) then list the activity and the estimated dollar amount of income. According to federal guidelines, the Total Project Budget must be reduced by this amount. For most applications, this amount will be \$0.*

<b>13. REVISED TOTAL PROJECT BUDGET</b>	<b>\$</b>
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*Total Project Budget (item 11) minus Program Income (item 12). This amount should be the same as the Proposed Total Project Budget on the cover page of this application.*

## **APPENDIX A**

### **Professional Qualifications Standards**

#### **Consultants hired for CLG projects should meet the following qualifications.**

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

#### **Archaeologist**

(a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience. Must have or be able to obtain a survey permit from the Public Lands Policy Coordinating Office (9-8-305).

#### **Architect, Historical**

(a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience.

#### **Architectural Historian**

(a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience.

#### **Historian**

(a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.